

## Agency 09 - Secretary Of State

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### Statutory Authority:

The office of Secretary of State as a Constitutional Office provides for numerous and varied services to both the public and private sectors as mandated by the Constitution and Statutes of the State of Nebraska.

### Vision Statement:

The vision of the Constitutional office of the Secretary of State is to direct and administer the Statutory and Constitutional mandates provided for by the laws of the State of Nebraska.

### Mission Statement:

The mission of the Secretary of State is to continue to provide the commitment and service to the Citizens of the State of Nebraska.

### Goals:

The goals and objectives of the Secretary of State Office are to meet the constitutional and statutory mandates as set forth in the Constitution and legislative mandates.

### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	706,378	730,017	736,517	690,207	736,517	705,173
Cash Fund	2,864,425	3,561,619	3,811,510	3,848,212	3,932,684	3,993,566
Federal Fund	0	0	0	0	0	0
Revolving Fund	755,390	1,052,049	924,796	935,282	937,599	961,207
Other Fund	0	0	0	0	0	0
Total Agency	4,326,193	5,343,685	5,472,823	5,473,701	5,606,800	5,659,946

## Agency 09 - Secretary Of State

### Program 009 - Secretary Of State Salary

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#### Program Objectives:

This program function is to compensate the Secretary of State for duties performed in the form of salary and benefits. Effective January 9, 2003 the Secretary of State is paid an annual salary of \$65,000 as set by Statute.

#### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	63,939	74,806	81,306	81,967	81,306	82,952
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
<b>Total</b>	<b>63,939</b>	<b>74,806</b>	<b>81,306</b>	<b>81,967</b>	<b>81,306</b>	<b>82,952</b>

#### Performance Measures:

Fulfill the duties and responsibilities of the Secretary of State as defined in the Constitution and Statutes of the State of Nebraska.

## Agency 09 - Secretary Of State Program 022 - Administration

### Program Objectives:

The Administration of the Secretary of State involves various general government duties and responsibilities. This division includes the main office of the Secretary of State, Room 2300, Fiscal office, Notary Public office, Rules and Regulations and the Licensing of Private Detectives and Collection Agencies.

### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	463,836	468,386	468,386	433,887	468,386	443,096
Cash Fund	89,340	111,454	111,454	113,552	111,454	114,939
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
<b>Total</b>	<b>553,176</b>	<b>579,840</b>	<b>579,840</b>	<b>547,439</b>	<b>579,840</b>	<b>558,035</b>

### Performance Measures:

Description	FY02 Actual	FY03 Current	FY04 Request	FY05 Request
Number of Notary Applications	4,000	4,000	4,000	4,000
Regular Certifications	1,762	1,750	1,800	1,800
Apostille Certifications	1,802	1,800	1,850	1,900
Duplications and Listings	30	30	30	30
Notary Information Requests (Law, bonding)	1,800	1,800	1,800	1,800
Private detective agencies licenses	94	100	100	100
Private detective licences	118	120	120	120
Truth examiners licenses	68	70	70	70
Plainclothes investigators	207	210	215	220
Election filings	520	100	500	100
Conduct election training sessions	12	11	11	12
Distribute voter registration forms	120,000	120,000	150,000	150,000
Rules & Regulations photocopied	235,450	220,000	200,000	180,000
Rules & Reg. full set subscribers	25	20	18	18
Rules & Reg. partial set subscribers	16	14	12	10

## Agency 09 - Secretary Of State

### Program 051 - Corporations

#### Program Objectives:

The Corporation division's responsibility is to verify, record, and file all Articles of Incorporation, Certificates of Authority, Trade Names, Trade Marks, Service Marks, Limited Liability Partnerships, Limited Liability Companies of both domestic and foreign entities doing business in the State of Nebraska. These functions include the processing of any amendments or dissolution's of any entity, along with revival certificates.

#### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	0	0	0	0	0	0
Cash Fund	466,262	468,807	468,807	480,512	468,807	489,386
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
<b>Total</b>	<b>466,262</b>	<b>468,807</b>	<b>468,807</b>	<b>480,512</b>	<b>468,807</b>	<b>489,386</b>

#### Performance Measures:

Description	FY02 Actual	FY03 Current	FY04 Request	FY05 Request
<b>Applications for:</b>				
Limited Partnerships	110	100	90	80
Foreign Authority	1,100	1,110	1,120	1,130
Articles, Nonprofit & Domestic	3,320	3,400	3,450	3,500
Amendments	2,266	2,300	2,325	2,350
Trade Names	1,597	1,600	1,625	1,650
Professional Registrations	2,100	2,125	2,150	2,175
Change of Agents	5,075	5,100	5,125	5,150
Corporate Revival	4,000	4,100	4,200	4,300
Proof of Publication	6,250	6,300	6,350	6,400
LLC	2,500	2,750	3,000	3,250
<b>Corporations on Record:</b>				
Domestic	37,750	37,800	37,850	37,900
Foreign	8,100	8,100	8,120	8,130
Non-profit	11,950	11,970	12,000	12,025

## Agency 09 - Secretary Of State Program 053 - Collections

### Program Objectives:

The Secretary of State is designated as the administrator of the Nebraska Collection Agency Act. These duties include the licensing of collection agencies and solicitors employed by such collection agencies. The license fees paid by the agencies and solicitors support the program through cash fund revenues.

The goals of this program is to provide for oversight of competent, trained, and licensed collectors to protect the citizens from unscrupulous persons. The objectives include to maintain the high standard of professionalism among the collectors, with the ability to censure those collectors who operate outside the requisites of the Act.

### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	0	0	0	0	0	0
Cash Fund	53,698	62,816	62,816	64,714	62,816	66,304
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
<b>Total</b>	<b>53,698</b>	<b>62,816</b>	<b>62,816</b>	<b>64,714</b>	<b>62,816</b>	<b>66,304</b>

### Performance Measures:

Description	FY02 Actual	FY03 Current	FY04 Request	FY05 Request
Number of written complaints	42	45	48	51
Initial collection agency licenses	49	55	60	65
Collection agency renewals	230	250	260	270
Initial branch office licenses	78	80	82	84
Renewal branch office licenses	243	250	255	260
Solicitors certificates	29,175	30,000	31,500	33,000

## Agency 09 - Secretary Of State

### Program 086 - Records Management

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#### Program Objectives:

The Records Management Division provides "programs for the systematic and centrally-correlated management of state and local records..." to "promote efficiency and economy in the day-to-day recordkeeping activities of state and local governments..." to "facilitate and expedite governmental operations." The State Records Board administers and contracts for Nebraska@ Online to provide electronic access to public records.

#### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	178,603	186,825	186,825	174,353	186,825	179,125
Cash Fund	1,379,559	1,788,070	2,168,961	2,173,926	2,290,135	2,295,250
Federal Fund	0	0	0	0	0	0
Revolving Fund	755,390	1,052,049	924,796	935,282	937,599	961,207
Other Fund	0	0	0	0	0	0
<b>Total</b>	<b>2,313,552</b>	<b>3,026,944</b>	<b>3,280,582</b>	<b>3,283,561</b>	<b>3,414,559</b>	<b>3,435,582</b>

#### Performance Measures:

Description	FY02 Actual	FY03 Current	FY04 Request	FY05 Request
Documents Scanned	5,061,996	5,570,000	5,600,000	6,000,000
Microfil Lab Units Produced	12,629	12,500	12,250	12,000
Documents Microfilmed	2,307,068	2,225,000	2,300,000	2,300,000
Records Storage (box-month)	606,720	673,460	747,540	829,770
Records Destroyed (Cu.Ft.)	12,134	15,000	16,000	17,000

## Agency 09 - Secretary Of State

### Program 089 - Uniform Commercial Code

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#### Program Objectives:

The Secretary of State is responsible for the filing of financing statements and related documentation pursuant to the Uniform Commercial Code (UCC). Financing statements are filed to make a public record of secured financial transactions between a debtor and a secured party. This security interest will be created in a commercial loan or purchase credit situation. By the public filing of this security interest, subsequent creditors or any interested party will be placed on notice to a prior claim on portions of the debtor's collateral. The financing statements are extremely important in establishing priority among creditors in judicial proceedings, including bankruptcy, to determine rights of conflicting creditors.

#### Financial Data:

	Actual FY02	Approp FY03	Request FY04	Recom FY04	Request FY05	Recom FY05
General Fund	0	0	0	0	0	0
Cash Fund	875,566	1,130,472	999,472	1,015,508	999,472	1,027,687
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total	875,566	1,130,472	999,472	1,015,508	999,472	1,027,687

#### Performance Measures:

To efficiently handle the central filing office operation which includes, but is not limited to:

1. Fundamental decisions on filing accuracy,
2. Recording type of debtor/secured party information into the database,
3. Filing documents,
4. Preparation of documents for microfilming and scanning,
5. Responding to written and verbal lien search requests, and
6. All other correspondence /liaison communication regarding perfection/filing information.